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# SFC Guidance

## Guidance notes - College Leaver Destinations (CLD) 2015-16

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Summary: Guidance notes and code lists for completion of First Destination of College Leavers data: Academic Year 2015-16 student cohort

FAO: Principals, directors and CLD contacts in Scotland's Colleges

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## **College Leaver Destinations (CLD)**

### **Guidance notes and code lists for completion of CLD data: 2015-16 student cohort**

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## Section 1: Revisions to the CLD data collection

1. **Coverage.** This data collection includes FE full-time successful leavers as well as HE full-time successful leavers.

Note: SRUC and HEI associated colleges are not required to return HE leaver destinations to SFC as these are returned via the Destination of Leavers from Higher Education (DLHE) collection and reported through the Higher Education Statistics Agency (HESA).

2. **Courses.** Section 2 includes a description of the courses covered in the CLD collection.
3. **Data linkage.** We continue to use data linkage and the matching of leaver destinations to two additional datasets: Skills Development Scotland (SDS) and the Students Awards Agency for Scotland (SAAS); however, this is restricted to 16 to 24 year olds only due to current legislative limitations.
4. **Use of anecdotal evidence.** Please note section 2 under “reporting standards” the additional guidance on destination evidence collected anecdotally.
5. **Destination source.** The “destination source” field should be filled using the drop-down list to indicate from where the leaver destination data was sourced, for example, FES, SDS, SAAS, fellow student - present, fellow student - past, parent/guardian, other family member, lecturer, cannot be contacted, etc.. For leavers not matched in the data linkage exercise we would ask colleges to make every effort to be accurate in the completion of this field.
6. **Primary Classification and work.** To improve understanding of employment destination we now require the employment category, e.g. employment, Modern Apprenticeship, self-employed, etc.
7. **Course relationship to Employment.** For those entering employment we also require confirmation of the relevance of the course of study to the employment secured. See note 6 in section 2.
8. **Primary Classification and study.** Please indicate the type of study is indicated, e.g. study, research, training.
9. **SCQF Level or ‘Broadly Comparable’ Level.** The SCQF level or ‘broadly comparable’ level **must** be collected for those continuing in education as *this is a key requirement for calculation of the KPI4 measure*. The level should reflect the final SCQF level of the course being undertaken, e.g. an Honours Degree would be entered as SCQF level 10. Care should also be taken to establish the accurate course title of the progressing course.
10. **Data outputs.** Note in section 2 the clause providing information on how we

expect the outputs of the CLD collection being used publicly.

## Section 2: Coverage and timing of CLD data

### Requirements

1. For the purposes of the collection full-time includes the FES1 Mode of attendance of programme – code list G codes:
  - “05” short full-time.
  - “17” full-time.
  - “18” part-time, but previously met old full-time criteria.
2. For students successfully completing a full-time, FE level course (all colleges) and HE level course (SRUC and HEI associated colleges excluded), we require information on:
  - **Primary Classification (Destination).**
  - **Employment details (where applicable).**
  - **Further study details (where applicable).**
  - **Destination Source (where applicable).**

Please refer to Section 3 (on page 8) and code lists A, B and C when completing information. [Annex C](#) provides a reference to show what information is required for each Primary Classification.

3. The first destination information should reflect the position for successful full-time students completing courses in the academic year ending July 2016.
4. The aim is to record for each successful full-time student what firm arrangements have been made for employment, further study or training to start by 31 March 2017 (following the end of the academic year of qualifying).
5. For the 2015-16 collection Employment should be defined more specifically. Each qualifier entering employment should be classified according to:
  - Employment.
  - Modern Apprenticeship.
  - Self-employed/freelance.
  - Voluntary or other unpaid work.
  - Developing a professional portfolio / creative practice.
  - Internship.

Graduates due to start a job by 31 March 2016 also fall into this category.

6. For example, Modern Apprentices should be categorised under Primary Classification as ***“full-time employed”*** and marked as Modern Apprenticeship.
7. Further related to the employment information, please establish the relationship of the secured employment to the course completed: “Is the job related to your course of study? Yes / No”.

### **Suggested form of questionnaire**

8. A sample questionnaire is provided at [Annex A](#). An electronic version of this is available on request, although you are free to use your own method if you prefer.
9. Please note: the sample questionnaire allows the college to complete the CLD **and** to generate additional information for the college’s internal analysis and reporting purposes.

### **Proposed method of collection**

10. It is recommended that each college should allow for (up to) three contact attempts to be made. If there is no response after three attempts then the student destination should be recorded ‘unconfirmed’ rather than left blank.
11. Note: the staff member making each contact attempt should be documented at each attempt (name and date). The spreadsheet the SFC will issue to the college for final follow-up will provide columns for this information.
12. In cases where an early contact yields a negative destination response, for example at the College Graduation Ceremony, then a later follow-up should take place to check the leaver’s current destination status.
13. Updating of pre-populated destinations with more current information known by the college is acceptable.

### **Reporting standards**

14. Young people engaged in supported employment or work placement schemes should be categorised under Primary Classification as either:
  - “Engaged in full-time further study, training or research” or
  - “Engaged in part-time further study, training or research”
  - **not** in employment.
15. Note: a new column in the SFC-issued spreadsheet will include a dropdown menu related to study to identify *study*, *research* or *training*.
16. It is up to each college, in using professional judgement to decide whether to

accept anecdotal destination information given by family members, fellow students past or present or college staff as credible. A questionnaire completed by the student or through information gathered directly from the student (for example, over the telephone or at college graduation ceremony) is the best resource but departments can sometimes fill in gaps where questionnaires have not been returned.

17. If there is significant doubt about the reliability of any of the graduate information, this should be classified as 'unconfirmed' and not left blank.
18. A destination of intent is **not** acceptable; destinations must be actual.
19. SFC intends to introduce quality assurance checks, through sample auditing, of the destination data therefore, colleges should retain associated paperwork for at least one year.

### **Data outputs**

20. The 2015-16 CLD data will be used to produce sector figures for the National Performance Measure: Number and proportion of full-time college qualifiers in work, training and / or further study 3-6 months after qualifying, and which College Regions will report and set targets for 2017-18 Outcome Agreements. View our [technical guidance](#) on National Performance Measures.
21. A report on First Destination of College Leavers data: Academic Year 2015-16 student cohort; will be published in September 2017.

**Note:** Data to be collected for specific Primary Classifications

An overview of information collected for each Primary Classification is included in the table found in [Annex C: Primary Classification and compulsory fields](#).

### Section 3: Notes and code lists for completion of CLD

#### Primary Classification

Primary Classification (destination) from CLD code list A (see page 10 for details). First destinations of students successfully completing full-time courses only. Current destination or expected to start by 31 March 2017, for all students completing in session 2015-16.

Select from the drop-down menu on the template.

**Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.**

#### Industry of Employer

Industry of Employer (Employer Category) from CLD code list B (see page 12 for details). For students successfully completing full-time courses who entered full-time, part-time, freelance employment, are in voluntary / unpaid work, developing a professional portfolio / creative practice, are on an internship as well as graduates due to start a job by 31 March 2017.

The code most appropriate to employer function should be used e.g. a personal assistant working in a school would be coded P: Education.

U: Activities of Extraterritorial Organisations and Bodies would apply to a graduate working for a non-UK based organisation. Where more than one code could be used to identify an employer, the code most appropriate to the employer function should be used.

Select from the drop-down menu on the template.

**Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.**

**Destination of Further Study**

Destination of Further Study from CLD code list C (see page 13 for detail). For students successfully completing full time courses and going onto full-time / part-time study, training or research. Simply enter the number assigned to the College / University. You can check that a valid code has been entered by clicking on the cell - a text box with the location associated with that particular code should appear.

Select from the drop-down menu on the template.

**Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.**



## **Notes on Primary Classification (Destination) - Code List A**

To be assigned one of these codes the student must be starting the activity by 31 March 2017.

### **Working full-time: employed / Modern Apprenticeship / self-employed / freelance, voluntary or other unpaid work, developing a professional portfolio / creative practice or on an internship**

For those in full-time paid work only (including self-employed / freelance, voluntary / unpaid, developing a professional portfolio / creative practice or on an internship) and those in full-time work and further study.

### **Working part-time: employed / Modern Apprenticeship / self-employed / freelance, voluntary or other unpaid work, developing a professional portfolio / creative practice or on an internship**

For those in part-time paid work only (including self-employed / freelance, voluntary / unpaid, developing a professional portfolio / creative practice or on an internship) and those in part-time work and further study.

### **Due to Start Job by the 31 of March**

For graduates who are not currently in employment but have secured employment that is set to commence by the 31 of March 2017.

### **Engaged in full-time further study: study / training / research**

For those who are continuing with full-time study, training or research at college or university.

### **Engaged in part-time further study: study / training / research**

For those who are continuing with part-time study, training or research at college or university.

### **Unemployed and looking for work**

This applies to graduates who are assumed to be unemployed.

### **Taking Time Out in Order to Travel**

For graduates who are unavailable for employment because of plans to travel.

### **Not Employed but NOT Looking for Employment, Further Study or Training**

For those not seeking any employment / further study after graduating.

### **Permanently Unable to Work / Retired**

Applies to those who are no longer available for employment.

**Temporarily Sick / Unable to Work / Looking After Home / Family**

For those who are presently unable to work but may look to take on employment / further study in the future.

**Deceased**

This should be used for students who successfully completed their course but are now deceased.

**Unknown**

Colleges are asked to use this code rather than leave blanks.

## Industry of Employer (Employer Category) – code list B

If you have any queries about coding, please contact Scott Montgomery (email: [smontgomery@sfc.ac.uk](mailto:smontgomery@sfc.ac.uk), or telephone 0131 313 6656). For more detailed information on UK Standard Industrial Classification click here: [UK Standard Industrial Classification 2007](#)

- A: Agriculture, forestry and fishing
- B: Mining and quarrying
- C: Manufacturing
- D: Electricity, gas, steam and air conditioning supply
- E: Water supply, sewerage, waste management and remediation activities
- F: Construction
- G: Wholesale and retail trade; repair of motor vehicles and motorcycles (e.g. includes shops and garages)
- H: Transport and storage (e.g. includes drivers)
- I: Accommodation and food service activities (e.g. includes hotels, bars and restaurants)
- J: Information and communication (e.g. includes telecommunication and media activities)
- K: Financial and insurance activities (e.g. includes banks, pension and investment companies)
- L: Real estate activities (e.g. includes estate agents and letting agencies)
- M: Professional, scientific and technical activities (e.g. includes accountants, legal firms, architects, design, photographic, veterinary, consultancies and research laboratories)
- N: Administrative and support service activities (e.g. includes recruitment agencies, travel agents, cleaning operatives, security firms and call centres)
- O: Public administration and defence; compulsory social security (e.g. includes armed services, local authorities, fire and police services)
- P: Education (e.g. includes schools, colleges and universities)
- Q: Human health and social work activities (e.g. includes hospitals, health centres, dentists, care providers)
- R: Arts, entertainment and recreation (e.g. includes museums, libraries, sport and fitness facilities, gambling and betting activities)
- S: Other service activities (e.g. includes hairdressers, beauticians, funeral activities, repair of ICT equipment, repair of household electrical equipment and other personal goods)
- T: Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use
- U: Activities of extraterritorial organisations and bodies (e.g. includes Embassy, Consular Office, Foreign armed forces, Foreign Civil Service)
- Unknown

## **Destination of Further Study – code list C**

### **SCOTLAND'S COLLEGES:**

Argyll College (UHI)  
Ayrshire College  
Borders College  
Dumfries and Galloway College  
Dundee & Angus College  
Edinburgh College  
Fife College  
Forth Valley College  
Glasgow Clyde College  
Glasgow College, City of  
Glasgow Kelvin College  
Inverness College (UHI)  
Lanarkshire College, South  
Lanarkshire, New College  
Lews Castle College (UHI)  
Moray College (UHI)  
Newbattle Abbey College  
North East Scotland College  
North Highland College (UHI)  
Orkney College (UHI)  
Perth College (UHI)  
Sabhol Mor Ostaig (UHI)  
Shetland College (UHI)  
West College Scotland  
West Highland College (UHI)  
West Lothian College

### **SCOTLAND'S UNIVERSITIES:**

Aberdeen, The University of  
Abertay Dundee, University of  
Dundee, The University of  
Edinburgh College of Art  
Edinburgh Napier University  
Edinburgh, The University of  
Glasgow Caledonian University  
Glasgow School of Art  
Glasgow, The University of  
Heriot-Watt University  
Queen Margaret University College  
Robert Gordon University, The

Royal Conservatoire of Scotland, The  
Scottish Rural College (SRUC)  
St Andrews, The University of  
Stirling, The University of  
Strathclyde, The University of  
UHI Millennium Institute  
West of Scotland, The University of

**OTHER UK HIGHER EDUCATION INSTITUTIONS:**

Aberystwyth University  
Anglia Ruskin University  
Arts University College Bournemouth  
Aston University  
Bangor University  
Bath Spa University  
Bath, The University of  
Bedfordshire, University of  
Belfast, The Queen's University of  
Birkbeck, University of London  
Birmingham City University  
Birmingham, The University of  
Birmingham, University College  
Bishop Grosseteste University College Lincoln  
Bolton, University of  
Bournemouth University  
Bradford, The University of  
Brighton, The University of  
Bristol, The University of  
Brunel University  
Buckinghamshire College of HE  
Cambridge, The University of  
Canterbury Christ Church College  
Cardiff University  
Central Lancashire, The University of  
Central School of Speech and Drama  
Chester, University of  
Chichester University of  
City University, London  
Conservatoire for Dance and Drama  
Courtauld Institute of Art  
Coventry University  
Cranfield University

Creative Arts, University for the  
Cumbria, University of  
De Montfort University  
Derby, University of  
Durham, University of  
East Anglia, The University of  
East London, The University of  
Edge Hill University  
Essex, The University of  
Exeter, The University of  
Falmouth, University College  
Glamorgan, University of  
Gloucestershire, University of  
Glyndwr University  
Goldsmiths, University of London  
Greenwich, The University of  
Harper Adams Agricultural College  
Hertfordshire, University of  
Homerton College  
Huddersfield, The University of  
Hull, The University of  
Imperial College of London  
Institute of Cancer Research, The  
Keele, The University of  
Kent at Canterbury, The University of  
King's College London  
Kingston University  
Lancaster, The University of  
Leeds Metropolitan University  
Leeds Trinity University College  
Leeds, The University of  
Leicester, The University of  
Lincoln, The University of  
Liverpool Hope University College  
Liverpool John Moores University  
Liverpool, The University of  
London Business School  
London Metropolitan University  
London School of Economics and Political Science  
London School of Hygiene and Tropical Medicine  
London South Bank University  
Loughborough University  
Manchester Metropolitan University, The

Manchester, The University of  
Mary's University College  
Middlesex University London  
Newcastle University  
Newman College  
Northampton, University of  
Northern School of Contemporary Dance  
Northumbria University  
Norwich University College of the Arts  
Nottingham Trent University, The  
Nottingham, The University of  
Open University, The  
Oxford Brookes University  
Oxford, The University of  
Plymouth, The University of  
Portsmouth, The University of  
Ravensbourne (College)  
Reading, The University of  
Roehampton, University of  
Rose Bruford College  
Royal Academy of Music  
Royal Agricultural College  
Royal College of Art  
Royal College of Music  
Royal Northern College of Music  
Royal Veterinary College, The  
Royal Welsh College of Music and Drama  
Salford, The University of  
School of Oriental and African Studies, The  
Sheffield Hallam University  
Sheffield, The University of  
Southampton Solent University  
Southampton, The University of  
St George's, Hospital Medical School  
St Mark and St John, College of  
St Mary's University College  
Staffordshire University  
Stranmillis University College  
Sunderland, The University of,  
Surrey, The University of  
Sussex, The University of  
Swansea Metropolitan College  
Swansea University

Teesside, The University of  
the Arts, London University of  
Trinity College of Music  
Ulster, University of  
University College London  
University of London (Central Institutes and activities)  
University of London, Institute of Education  
University of London, Queen Mary  
University of London, Royal Holloway  
Wales Institute, Cardiff, University of  
Wales, Newport, University of  
Wales, Trinity Saint David, University of  
Warwick, The University of  
West London, University of  
West of England, Bristol, University of the  
Westminster, The University of  
Wimbledon College of Art  
Winchester, University of  
Wolverhampton, The University of  
Worcester, University of  
Writtle College  
York St John University  
York, The University of

**OTHER:**

Non Scottish FE College  
Other non-UK institution  
Other private body in the UK  
Other public body in the UK  
Other UK institution

**Unknown**



## Section 4: Submission of CLD returns

1. Files should only be returned to SFC via the secure send application at the following link <https://share.sfc.ac.uk/secure send> by **28 February 2017**. If you need a reminder of the username and password, please contact Scott Montgomery on 0131 313 6656, [smontgomery@sfc.ac.uk](mailto:smontgomery@sfc.ac.uk).

**Please do not email CLD data.**

2. Please refer to [Annex B](#) for a process flowchart of timings for the CLD collection.
3. The following naming convention should be used for the CLD files returned to SFC:
  - College NameCLD1516 – e.g. Borders College would read 'BordersCLD1516'.

### Further information

4. Please contact Scott Montgomery, Policy / Analysis Officer, Funding Policy (Data Collections) for further information, tel: 0131 313 6656, email: [smontgomery@sfc.ac.uk](mailto:smontgomery@sfc.ac.uk)



**Martin Smith**

Chief Funding and Information Officer

## Annex A: Sample Questionnaire

### COLLEGE LEAVER DESTINATION SURVEY SESSION (2015 / 2016)

The information recorded on this questionnaire will be used to assess the relevance of our courses and how effective they are in meeting the needs of our students. (Please make sure that each section is completed as fully and accurately as possible). You may rest assured that all your answers will be treated in the strictest confidence.

#### Section A. Personal details.

1. Name: \_\_\_\_\_ 2. Title of course: \_\_\_\_\_  
(in full) (in full)

3. Address \_\_\_\_\_

4. Post Code \_\_\_\_\_ 5. Mobile Number \_\_\_\_\_

6. Email Address \_\_\_\_\_

We would like to keep in touch with you as a graduate of the college. If you would NOT like us to do so, please tick this box ☐

#### Section B. Course / Destination details.

1. What are you doing now? (please tick)

Employed ☐ Modern Apprenticeship ☐ Self-Employed/freelance ☐ Volunteering ☐ } (Go to Q.6)  
Internship ☐ Developing a professional portfolio/creative practice ☐  
Further Education College ☐ University ☐ (Go to Q.5)  
Unemployed ☐ (Go to Q.6)  
other (please specify) \_\_\_\_\_

2. If you are employed/Modern Apprenticeship/self-employed/freelance/Internship/:

Please state your Main employer's name \_\_\_\_\_

Please state your Main job title \_\_\_\_\_

Please state the nature of your employer's business \_\_\_\_\_

Is your employment related to the course you followed at college? (please tick) Yes ☐ No ☐

3. Is your job: (please tick)

Full-time ☐ part-time ☐

Is it: (please tick)

Permanent ☐ temporary ☐

4. Is your job located in: (please tick)

Insert college region ☐  
Elsewhere in Scotland ☐ England ☐  
Wales ☐ Northern Ireland ☐  
Overseas ☐

5. If you are at college or university:

Which college or university are you attending? \_\_\_\_\_

What is the full title of the course you are following? \_\_\_\_\_

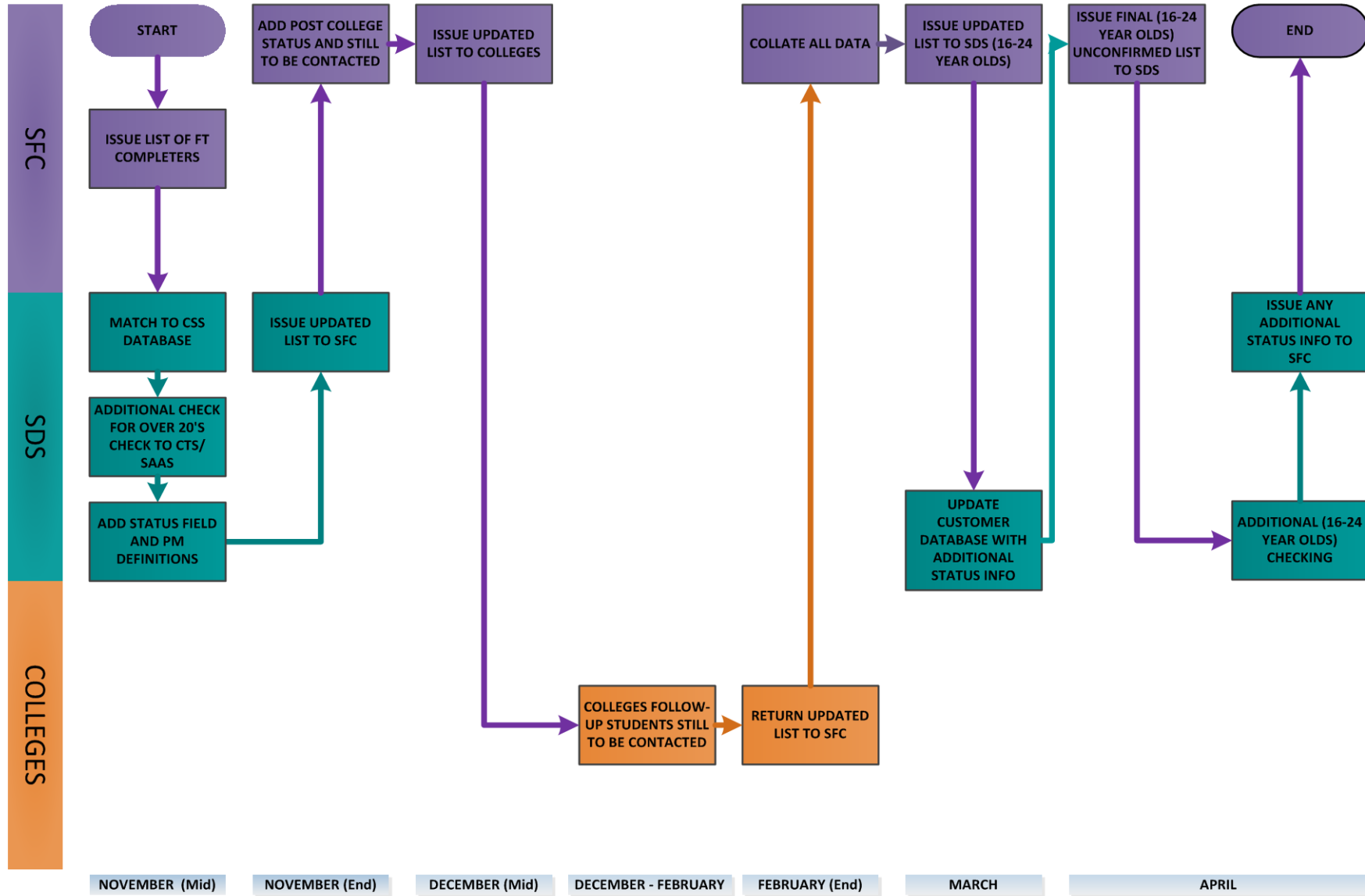
Which year did you gain entry on to? Year 1 ☐ Year 2 ☐ Year 3 ☐

6. If not already at college or university, are you waiting to re-enter further or higher education? (please tick)

Yes ☐ No ☐

Institution (if known) \_\_\_\_\_

## Annex B: College Leaver Destinations Process Flow Chart



## Annex C: Primary Classification and compulsory fields

All information marked 'x' should be collected for each Primary Classification.

Primary Classification	Detail to be collected:	Employment	Industry of Employer (SIC)	Employer name	Employment related to course?	Training Programme	Training Vocational Area	Study	Destination of Further Study	2016-17 Course	2016-17 Course SCQF Level	Destination source
Working Full-time/Part-time	Employed	x	x	x	x							x
	Apprentice	x	x	x	x							x
	Self-Employed	x	x		x							x
	Voluntary	x	x	x	x							x
	Professional Portfolio/Creative Practice	x										x
	Internship	x	x	x	x							x
Starting Job by 31 March		x	x	x	x							x
Engaged in Full-time/Part-Time Study	Study							x	x	x	x	x
	Training		x	x	x	x	x	x				x
	Research							x	x	x		x
Unemployed and looking for work												x
Temporarily sick or unable to work/looking after home or family												x
Taking time out in order to travel												x
Permanently unable to work/retired												x
Deceased												x
Unconfirmed												